

<h1>Correction 横須賀基地空席広報</h1> <h2>VACANCY ANNOUNCEMENT</h2> <p>Closing date is changed from 28 to 21 Apr 03.</p>		広報番号 : Announcement No.	PSA-W05-03
		募集締切日: Closing Date	21 Apr 03
		発行日: Date of Issue	15 Apr 03
1. 職種名 Job title (等級 Grade 4 / 語学等級 LAD 2) Military Personnel Clerk #132 <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical		募集人数 No. of Recruitment 1 名	4. 募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) <small>Current Employee within Activity</small> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) <small>Current Employee (USFJ Wide in commuting distance)</small> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) <small>Current Employee (Whole USFJ Wide)</small> <input checked="" type="checkbox"/> 外部 Off Base Applicant
2. 部隊 Activity U. S. Navy Personnel Support Activity, Pacific Yokosuka PERSUPPACT Detachment / Military Personnel Division 勤務場所 Working Place 横須賀市 泊町 Tomari-cho, Yokosuka		5. 雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3. 勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular 勤務日 Work Days Monday to Friday 勤務時間・休憩 Work Hours/Recess Period 07:30 – 16:15 / 11:30 – 12:15 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6. 職務内容 Duties 1. Performs a variety of personnel related functions, to include but not limited to, preparing reenlistment contracts, extensions of enlistments, verifying monthly EAOS listing, reviewing service records, submitting Selective Reenlistment Bonus (SRB) requests via OPINS, and preparing various documents related to reenlistment and extension of enlistments. Processes working knowledge of BUPERSINST 1160 and MILPERSMAN and fully knowledgeable on local policies. Understands the responsibility and accountability associated with handling personnel records. With understanding of personnel responsibility and knowledge of Pay/Personnel Administrative Support System, assists Pass Liaison Representatives (PLR's) in reenlistment or extension procedures. 2. Processes SDS events and DJMS documents affecting military pay entitlements. Verifies pay entitlement with MMPA/LOPG/History files on the Defense Joint Military Pay System (DJMS). Provides telephone service (answering phone and making calls) and service to military personnel. 3. Performs other related duties as assigned.			
7. 資格要件 / 身体条件 Qualification / Physical Requirements a. 1 year of specialized experience in the same line of work at the next lower level OR completion of accredited College/ University. b. Knowledge of BUPERSINST 1160, MILPERSMAN and local policies for reenlistment and extension of enlistments. c. Knowledge of customer service concepts and practices. b. Skill in operating personal computer such as Microsoft Word, Excel and Access. c. Ability to speak read and write English at average proficiency level (LAD-2). An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level. A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input checked="" type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証 / 修了証 License/Certificate Required : N/A	

8. 提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnj.navy.mil * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力等を証明するもののコピー Certificate of English proficiency <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)		
問い合わせ先 for Job Inquiries ・ 担当部署 / 担当者名 Office PERSUPPACT PACIFIC/ Ms. Kanai, Masako ☎046-821-1911 (Extension/内線) 243-8093	提出先 Office to Submit 〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	事務処理欄 For Official Use PD No.: PSA-PSDMP-002 PD is accurate and current. Certified by Activity: MK HRO: at 4/11 so4/14 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.